

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES

January 8, 2014

The Financial Management Advisory Committee met on Wednesday, January 8, 2014. The following attended:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Dwayne Rasmussen	OA/Accounting
Jessica Opie	OA/Accounting
Patrick Cosby	Secretary of State
Mike Clark	DMH
Cindy Luebbering	DNR
Theresa McDonald	DSS
Carol Newgaard	SAO
Lenard Lenger	DOC
Diane Wolfe	DOC
Jayne Masek	DOC
Stacey Jacobs	STC
Cindy Dixon	OA/GS
Kyle Lootens	DIFP - Insurance
Arlene Boessen	AGO
Sherry Tuttle	PR/DIFP
Sherry Hess	PR/DIFP
Felicia Hubble	OA/Accounting
Debbie Burnette	MDHE
Pamela Sandbothe	DESE-VR
Renee Godsey	DHSS
Rebecca Imhoff	DOR
Jennifer Wilbers	MGC
Carol Willhite	DPS
Julie Miller	MVC
Doug Hood	MoDot
Nicole Hackmann	STO
Sarah Swoboda	STO
Stacey Hirst	DED
Julie Keilholz	DED
Flo Weems	DOLIR
Barb Lewis	DOLIR
Robin Burkhardt	DESE
Andrea Beck	DESE

MISSOURI FINANCIAL MANAGEMENT ADVISORY COMMITTEE

8:30 A.M.

January 8, 2014

Room 500, HST Building

MINUTES

Presentations:

- 1. Remote Deposit Demonstration** – Central Bank gave a demo on their Remote Deposit scanners. Central presented the different capabilities the scanners have. This electronic process allows users to log into their system, scan checks for deposit, and workflow the deposit for approval. This process would then eliminate the paper process of the deposit slip and taking it to ICMO.
- 2. Biennial Transfers** – Nicole Hackmann
 - a. Handouts were given regarding the Biennial Transfers. This included a list of funds subject in FY13, as well as exceptions to the transfer.
 - b. Agencies should have received a letter regarding their biennial transfer. If there was a \$0 transfer, a letter was not sent.
 - c. A list of the \$0 transfer will be distributed through the FMAC distribution list.
- 3. Status Reports**
 - a. State Treasurer's Office – Nicole Hackmann
 - i. Central Bank is starting a deposit alert to eliminate validated deposit tickets in bank bags. Nicole will be contacting agencies for their contact information.
 - b. OA/Accounting – Stacy Neal
 - i. The mileage rate is not changing.
 - ii. An audit of SAMII Financial was completed. The audit found users were sharing passwords. Reminder to not share passwords. Contact Felicia Hubble with any security issues.
 - iii. OA/Accounting will be asking agencies for any TIN used outside of the main State of MO TIN. If a new TIN is set up, please contact Felicia Hubble.
 - iv. Capitalization thresholds are remaining the same right now.
 - v. Inform Jessica Opie of Master lease financing plans for anticipated borrowing.
 - c. OA/Fleet Management – Cindy Dixon
 - i. There were some issues with the new Trip Optimizer which have been fixed.
 - d. Other
 - i. A decision on electronic date stamps has not been made.

Next Meeting: March 5, 2014, 8:30 a.m. – 10:00 a.m., HST Building Room 500